



# California Department of Consumer Affairs



## CEA II

### CAREER EXECUTIVE ASSIGNMENT

THE DEPARTMENT OF CONSUMER AFFAIRS PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or (916) 322-1700.

[www.dca.ca.gov](http://www.dca.ca.gov)

#### \*\*PENDING DPA AND SPB APPROVAL\*\*

<b>POSITION</b>	<b>DEPUTY CHIEF, BUREAU FOR PRIVATE POSTSECONDARY EDUCATION</b>
<b>LOCATION</b>	<b>SACRAMENTO</b>
<b>SALARY</b>	<b>\$7815 - \$8616</b>
<b>FINAL FILING DATE:</b>	<b>October 6, 2010</b>

#### DUTIES AND RESPONSIBILITIES

Under general direction of the Bureau Chief, the Deputy Chief is responsible for planning, directing and organizing statewide activities for the Bureau for Private Postsecondary Education (Bureau) programs which includes formulating and recommending policy, implementing regulations and managing program operations.

The Deputy Chief will be responsible for the day-to-day management of the Bureau, execution and maintenance of operational plans and the hiring of Bureau staff. Responsibilities include, but are not limited to the following:

- Oversee the planning, organization, coordination and directing of line operations for the Bureau which includes managing priorities and resources of program operations and providing oversight and supervision to program units including the Quality of Education, Enforcement, and Licensing.
- Oversee the planning, organization, coordination and directing of administrative functions, including media, publications, public relations, research and planning, personnel management, officer support services, information systems, fiscal services, business services and other support services. These functions include developing and maintaining effective professional relationships with various state control agencies, school officials, and other local, state and federal officials, as well as media personnel.
- Identifies the need for new or changes in existing legislation. Recommends modification of existing statutes and regulations to conform with Bureau policy and drafts specific language to effect statutes and regulatory changes. Oversees and ensures compliance with all aspects of the legislative and rulemaking process. Acquires authors for legislation as needed and prepares author's statements and fact sheets. Testifies before legislative committees on the Bureau's behalf. Advocates consumer protections and lobbies on behalf of consumers and the Bureau.
- Directs the development and implementation of policies, strategic plans and operating procedures, for all programs, while taking into consideration emerging issues, current statutes, fiscal constraints and multiple Bureau priorities.

## MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature with two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature, and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's EEO objectives.

The knowledge, skills, and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

## DESIRABLE QUALIFICATIONS

- **Managerial Ability** -- Possess and demonstrate the ability to manage diverse activities, including planning, organizing and directing a statewide program. Provide leadership and organizational awareness.
- **Program Analysis Skills** -- Experience in analyzing complex program issues or problems and develop policies or specific solutions.
- **Communication Skills** -- Possess excellent oral and written communication skills demonstrating the ability to be a leader and motivator, use tact and persuasiveness in achieving results; demonstrated ability to deal with a variety of public and private persons and groups in matters of significant political and program sensitivity, including legislative committees, other State agencies, the media, and Executive Management.
- **Technical Skills** -- Practical understanding and demonstrated knowledge of the education, enforcement, and licensure operations of a regulatory function and an understanding and knowledge of the Bureau.
- **Administrative Skills** -- Demonstrated knowledge of the activities of a regulatory agency and the Administrative Procedures Act. Knowledge of the budget process, personnel management and business services; must possess a working knowledge of the legislative process.

## FILING INFORMATION

### All interested applicants must submit:

- A standard original State application (Form 678) with official or civil service titles and dates of experience. (Applications without official or civil service titles will be rejected.) **and**
- A Statement of Qualifications. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the desirable qualifications, with emphasis on the factors listed in the screening criteria below. The Statement should be no more than two pages in length. **Note:** Resumes are optional and **do not take the place** of the Statement of Qualifications.

## EXAMINATION INFORMATION

The examination process will consist of an application and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed and screening criteria outlined in this bulletin, and may also serve as documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. **The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.**

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

All applicants will be notified of the results. It is anticipated the results of this examination may be used to fill subsequent vacancies in this classification within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

## SCREENING CRITERIA

The Statement of Qualifications must indicate your total years of experience (and official or civil service classification – not your working title) performing each of the activities included in the screening criteria. Some of the factors that will be utilized in the evaluation are:

- Education
  - List degrees obtained and dates received.
- Number of years and the type of external contacts (e.g., Legislature, control agencies, etc).
  - List the level, extent, and nature of those contacts.
- Years of managerial experience as, or equivalent in level to, Staff Services Manager II.
- Years and type of experience: making clear and convincing presentations, representing and speaking for an organizational unit, presenting to those within and outside the office, such as directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups.
- Years and type of experience planning, developing and managing a complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules, and policies.
- Years and breadth of experience in strategic planning, analyzing complex program issues, and developing policies or specific solutions.
- Years and breadth of experience in administrative duties or areas, including but not limited to: budget process, personnel management, business services, and the legislative process.

### **Submit the application and Statement of Qualifications to:**

**Department of Consumer Affairs, Selection Services Unit, ATTN: Margo Cooper, 1625 North Market, Suite N321, Sacramento, CA 95834 or P.O. Box 980428, West Sacramento, CA 95798-0428.** Questions regarding this examination should be directed to: Margo Cooper at (916) 574-8305.

Application and Statement of Qualifications must be **received by 5:00p.m. on 10/06/10**. **Applications and Statement of Qualifications received after 10/06/10 will not be accepted.** Faxed and emailed applications will not be accepted.